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## Recruitment to Editorial Positions

Academy Editors

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## Recruitment to Editorial Positions: Duties of the Editor-in-Chief and Managing Editor

We are looking for members who would like to become the Editor-in-Chief and Managing Editor when Dr. Still retires after publication of Volume 75 at the end of 2021. If you are interested in either of these positions, please contact Dr. Still (jarksci@gmail.com) and Dr. Addison (saddison@uca.com) by email and provide your contact information. The duties for these positions are provided below.

### Duties of the Editor-in- Chief

The Editor-in-Chief is an elected member of the Executive Committee of the Arkansas Academy of Science and is responsible for oversight of the publishing the Journal of the Arkansas Academy of Science. The Editor-in-Chief works closely with the Managing Editor and members of the *JOURNAL* Editorial Board (the Academy “Publication Committee”) in all aspects of the publication process. The peer-reviewed *JOURNAL* has evolved over the past decade, and is now globally available through the *JOURNAL* website (<https://scholarworks.uark.edu/jaas/>). The *JOURNAL* is thus published on-line and also as a hard copy *JOURNAL* that is distributed to Academy members, and member Institutions.

### Specific duties:

1. Receives manuscripts submitted for publication and cooperates with Managing Editor and Associate Editors in the review, revision and acceptance process
2. Liaises with the Treasurer of the Academy of the Arkansas Academy of Science with regard to the financial management of the *JOURNAL*, and prepares reports for the Executive Committee and the Annual General Business meeting regarding the status of the *JOURNAL*.
3. Prepares the next issue of the *JOURNAL* by assembling the final copies of manuscripts accepted for publication
4. Works with the printer in the technical preparation of the Journal.
5. Arranges for the distribution of copies of the Journal at the next annual meeting, and mailing of copies to Academy members and Institutional Members.

### Duties of the Managing Editor

#### Publication of the Journal of the Arkansas Academy of Science

The Managing Editor acts as the primary contact person during manuscript submission in March/April each year. All manuscripts are submitted a minimum of 2 days prior to the annual meeting electronically via:

<https://scholarworks.uark.edu/jaas/>, the *JOURNAL* website. The Managing Editor ensures that manuscripts and their authors are in compliance with the policies and instructions to authors as laid out on the *JOURNAL* website and cooperates with the Editor-in-Chief to perform initial Editorial review. The Managing Editor assigns manuscripts to appropriate Associate Editors who subsequently submit manuscripts to referees for critical review for scientific content, originality and clarity of presentation. This process is handled via the *JOURNAL* server. Associate Editors are assigned based on their areas of expertise. The Editor-in-Chief, Managing Editor and Associate editors, (the Publication Committee) cooperate in the acceptance, rejection or revision of all manuscripts.

Author-revised manuscripts will be the manuscripts that will be entered into the final on-line and hard copy *JOURNAL*. However, manuscripts frequently require finishing touches to formatting to maintain the quality of the *JOURNAL*. Thus, the Managing Editor subsequently ensures that accepted revised manuscripts meet publication standards for the *JOURNAL* on-line and in the hard copy. The Managing Editor also collects the Secretary’s and Treasurer’s reports, the annual meeting report and assembles the meeting reports with the final copies of manuscripts into the completed *JOURNAL* for publication. The on-line system allows a relatively simple way of assembling the on-line *JOURNAL*. The Institutional Repository Coordinator at University of Arkansas (currently Cedar Middleton) can aid with this final assembly.

The Managing Editor is responsible for the distribution of hard copies of the *JOURNAL* at the next annual meeting, and where necessary prepares journals for mailing to the Institutional members of the Academy and to Members of the Academy who were unable to attend the annual meeting.

#### Liaison with associated organizations.

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